



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LGAPLEM401B Undertake assessments of domestic scale building applications**

**Revision Number: 2**

## **LGAPLEM401B Undertake assessments of domestic scale building applications**

### **Modification History**

LGAPLEM401B Release 2: Layout adjusted.

LGAPLEM401B Release 1: Primary release.

### **Unit Descriptor**

This unit covers assessing applications for domestic scale building development in order to identify compliance with building controls and council requirements. Work is carried out under the auspices of more senior authorities including council planners and building surveyors.

### **Application of the Unit**

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 <b>Conduct pre-application meeting with potential/prospective applicants</b>	1.1 <i>Arrangements</i> are made for the meeting. 1.2 Potential/prospective applicants are informed of the timing, purpose and format of the meeting. 1.3 Pre-application meeting is <b>conducted</b> in accordance with legal and organisational requirements. 1.4 Information is collected and documented in accordance with organisational policies and procedures. 1.5 <i>Applicants' rights and responsibilities</i> are explained and observed in accordance with organisational policy.
2 <b>Undertake initial assessment of compliance with building controls and council requirements</b>	2.1 Site is inspected to ascertain site conditions and compliance with principles of neighbourhood design. 2.2 Adjoining property owners are notified of application and protection of adjoining properties is assessed. 2.3 <i>Documentation</i> is assessed for compliance with <b>statutory regulations</b> . 2.4 Specialist technical advice is obtained where required to protect owner and council interests. 2.5 <i>Additional information</i> or revised drawings are sought where necessary. 2.6 Technical reports and referral authority requirements are examined and assessed to determine impact on performance and compatibility requirements.
3 <b>Refer applications to relevant authorities for comment and approval</b>	3.1 A recommendation to refuse or consent to conditions is proposed for the consideration of <b>relevant authorities</b> . 3.2 Relevant copies of application and documentation are forwarded to relevant authorities within prescribed time frames. 3.3 Decision by relevant authorities is accurately recorded and required return date is noted.
4 <b>Notify applicant of decision</b>	4.1 <b>Building approval</b> documentation is prepared as appropriate within council and statutory requirements. 4.2 Conditions of approval are clearly stated on documents to avoid misinterpretation. 4.3 All actions are recorded accurately according to council procedures. 4.4 Decision is communicated to applicant promptly.
5 <b>Represent the council at appeals as required</b>	5.1 Full and detailed evidence is collected and collated to ensure all aspects are covered. 5.2 Specialist advice is obtained where required to ensure technical advice supports the council or authority's position. 5.3 A submission is prepared that supports and protects council position and interests. 5.4 Submission is presented at appeals hearings.

**ELEMENT****PERFORMANCE CRITERIA**

5.5 A clear report on the outcomes is prepared for council.

**Required Skills and Knowledge**

This describes the essential skills and knowledge and their level, required for this unit

**Required Skills**

- inspection techniques
- reading and interpreting plans
- verbal and written communication in a multicultural/diverse environment
- negotiation and conflict resolution with individuals and groups
- analytical and interpretative
- calculations
- preparing legal briefs
- writing reports
- interpreting structural load-span tables
- experience in assessing detached/attached, single and double storey (class I and class X buildings) including additions, new buildings and miscellaneous construction

**Required Knowledge**

- Building Code of Australia (Volumes I and II) for three-storey constructions
- building acts and regulations
- relevant Australian standards
- relevant codes
- relevant environmental legislation and policies
- building approval process associated with class I and class X buildings
- material properties and suitability
- structural engineering principles
- domestic building construction
- principles of neighbourhood design

## Evidence Guide

<b>Overview of assessment requirements</b>	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
<b>Critical aspects of evidence to be considered</b>	<p>The demonstrated ability to:</p> <ul style="list-style-type: none"><li>• conduct pre-application meetings with potential/prospective applicants in accordance with legal and legislative requirements</li><li>• undertake an initial assessment to determine compliance with building controls and council requirements</li><li>• refer applications to relevant authorities for comment and approval</li><li>• notify applicants of the decision</li><li>• prepare a submission that supports and protects council position and interests</li><li>• represent council at the appeals hearing</li></ul>
<b>Context of assessment</b>	Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria applicable to the workplace environment, within the scope of the Range Statement.
<b>Method of assessment</b>	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"><li>• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies</li><li>• written and/or oral questioning to assess knowledge and understanding</li><li>• completion of workplace documentation</li><li>• third-party reports from experienced practitioners</li><li>• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor</li></ul>
<b>Evidence required for demonstration of consistent performance</b>	Evidence should be gathered over a period of time in a range of actual or simulated management environments.
<b>Resource implications</b>	Access to building sites is essential as well as to a workplace

or a simulated case study that provides relevant resources including copies of:

- essential documentation such as the Building Code of Australia (Volumes I and II)
- relevant Australian standards
- local laws
- planning schemes
- examples of council policies
- architect plans and drawings
- technical reports
- relevant certificates and authorities
- real or mock resident submissions
- reports from other services
- agencies and specialists

## Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- Arrangements*** may include:
- format
  - structure and procedures
  - venue and equipment
  - type of interview and evidentiary purposes
  - record keeping
  - personnel involved
- Conduct of the meeting*** may include:
- rights of the applicant
  - representation of the applicant
  - questioning techniques
  - types of questions
  - record keeping
  - personal conduct
  - problem-solving skills
- Applicants' rights and responsibilities*** may include:
- right of appeal
  - confidentiality
- Documentation*** may include:
- application forms
  - plans
  - specifications
  - technical reports
  - structural computations
  - referral authority reports
  - endorsed authority plans
  - certificates of title
  - soil reports
  - home warranty insurance certificates
  - working drawings
  - property information certificates
  - flooding certificates
  - resident submissions
- Statutory regulations*** may include:
- state building legislation
  - national building codes
  - relevant Australian standards
  - local laws
  - planning schemes
  - council policies



- Relevant authorities* may include:
- principles of neighbourhood design
  - building surveyor
  - environmental health officer
  - drainage authorities
  - water authorities
  - council
  - planners
  - utilities

## **Unit Sector(s)**

Planning Units